



**APPLICATION FOR IN-YEAR ADMISSION TO SCHOOL**

This form can only be used to apply for schools in **Wokingham Borough**. If your application is for a school outside the borough, please check with the local authority where the school is located to see what application form needs to be completed. **Applications can only be made for the current term (if moving into the area) or for the next half term.**

Applications for **Earley St Peter’s CE Aided Primary School, Nine Mile Ride Primary School, Bohunt School and St Crispins School** must be made by completing the application available on the school’s website and submitting direct to the school.

**All** shaded sections of this application form must be completed and un-shaded sections where applicable. Reference should be made to the Parent’s Guide to In-Year School Admissions which gives details on how places will be allocated and information on schools in the Wokingham Borough. The guide is available on the in-year page at [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions). Please use **CAPITAL** letters.

Applications can be made via our website by going to: [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions)

**SECTION 1 – APPLICATION INFORMATION**

Date from which admission is required. If left blank we will assume the earliest admission date is required.	Day	Month	Year
Reason for your application (please tick as appropriate)  <b>If moving from abroad we will need to see <u>your</u> and <u>your child’s</u> passport and any necessary visa(s).</b>	A Moving to the area from within the United Kingdom		<input type="checkbox"/>
	B Moving to the area due a posting to the area (applicable to Crown Servants and Service personnel)		<input type="checkbox"/>
	C Moving to the area from abroad		<input type="checkbox"/>
	D Moving within the local area		<input type="checkbox"/>
	E Wanting to transfer schools but not moving		<input type="checkbox"/>

**SECTION 2 – YOUR CHILD’S DETAILS**

Child’s full name	Legal Surname:		
	First name:		
	Middle name(s):		
	Preferred Surname if different from above:		
Please circle:  Male                  Female	Date of Birth:		
	Day	Month	Year

## SECTION 2 – YOUR DETAILS

<p>Name and contact details of parent</p> <p>If you are caring for someone else's child for more than 28 days and you are not an immediate relative; you may be private fostering and it is a legal responsibility to contact the local authority on 0118 974 6243 or see council website</p> <p><b>If this is a new address you will need to provide evidence of your move before the new address can be used for the application. See * below.</b></p>	<p>Full name:</p> <p>Title:</p> <p>Relationship to child:</p> <p>Do you have parental responsibility? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please provide details.</p> <p>Home telephone:                      Mobile:</p> <p>Email:</p> <p>Current address:</p> <p>House number:                      House name:</p> <p>Street:</p> <p>Town/Village:</p> <p>County:                                  Post code:</p> <p>Is this the child's address:                      Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Current address of child if different to parent</p>	<p>House number:                      House name:</p> <p>Street:</p> <p>Town/Village:</p> <p>County:                                  Post code:</p>
<p>Address of proposed new address, if moving</p> <p>Evidence of move will be required before we can use the new address for the application.</p> <p><b>Please advise if there are any changes to these plans as this may affect the allocation of a school place.</b></p>	<p>Anticipated date of move:</p> <p>House number:                      House name:</p> <p>Street:</p> <p>Town/Village:</p> <p>County:                                  Post code:</p> <p>New home telephone number:</p> <p><b>* Have you exchanged contracts or completed, or are you in receipt of a signed rental agreement for this property? If moving locally you will also need to provide evidence that you have moved out of your previous address. (Please submit this information with your application when it is available).</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

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### SECTION 3 – CURRENT OR LAST SCHOOL

<p>Child's current or last school</p> <p>Continue reasons for leaving on additional sheet of paper if there is insufficient space</p>	<p>Name of school:</p> <p>Address:</p> <p>School telephone number:</p> <p>Date of last attendance, if not currently attending:</p> <p>Year group: <input type="text"/></p> <p>Does your child have any fixed or permanent exclusions? If yes, please provide details below. Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Reason for leaving or reason for request to change school:</p>
<p>Please note that Wokingham Borough Council may seek further information from your child's current school to verify information provided on this application form or to determine whether the Fair Access Protocol should be considered for your child's application.</p>	<p>Have you discussed the proposed change of schools with your child's current school? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Is there any additional information which you consider is relevant to this application? In particular whether you consider the application should receive consideration under Wokingham Borough Council's Fair Access Protocol (available on the in-year page at: <a href="http://www.wokingham.gov.uk/admissions">www.wokingham.gov.uk/admissions</a>) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Serious consideration should be given to moving a child in year 10 or 11 as this can adversely affect your child's education. Where a place is available at your preferred school; course subjects may be full and where a course can be followed, the subject may have been completed in a different order to your child's previous school. <b>You must provide details of the subjects which are being studied (please see Section 5F)</b></p>

## SECTION 4 – SCHOOL PREFERENCES

You may list up to four school preferences and your reasons for those preferences. Please rank them, with the school you prefer most as first preference. If there is insufficient space please continue reasons for choice on additional sheet of paper. There is no guarantee that a place will be available at one of your preferred schools or at your designated area school.

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Applications for **Earley St Peter’s CE Aided Primary School, Nine Mile Ride Primary School, Bohunt School** and **St Crispins School** must be made by completing the application available on the school’s website.

<b>First preferred school</b>	<b>School name:</b> Reasons for choice:	Office use only
<b>Second preferred school</b>	<b>School name:</b> Reasons for choice:	Office use only
<b>Third preferred school</b>	<b>School name:</b> Reasons for choice:	Office use only
<b>Fourth preferred school</b>	<b>School name:</b> Reasons for choice:	Office use only

[OFFICIAL]

**SECTION 5 – ADDITIONAL INFORMATION**

A Does your child have an Education, Health and Care Plan (EHC)? Yes  No

B Is the child looked after or previously looked after by a local authority? Yes  No   
 Relevant supporting information will be required.

Name of local authority:

C Are you applying on grounds of serious medical, physical, psychological, or social need? Evidence from professionals will be required. Yes  No

D Are you applying on denominational grounds? Applicable to voluntary aided schools only, evidence will be required to be submitted direct to the school Yes  No

E Does your child have a sibling(s) living at the same address **already attending** any of your preferred schools? Yes  No

Name of child	Date of birth	Name of school

**F FOR YEAR 10 AND 11 PUPILS ONLY:** Please provide details of GCSE or other qualifications being studied:

Subject	Exam Board	Course Code	Modules completed, if applicable

**Please note that if you are considering moving your child in these year groups, there may be considerable difficulty matching the curriculum and difficulties with space in specific teaching groups in subjects that limit the number of pupils that can be safely accommodated e.g. science and technology, or where courses are full with applicants already at the school.**

G Names and date of birth of <b>other applications submitted at the same time</b> (please list)	Name(s)	Date of birth(s)
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## SECTION 6 – DECLARATION

Personal information contained in this form is subject to (EU) General Data Protection Regulations (GDPR). If you would like more information about how the Wokingham Borough council uses your data please see our Privacy Notice(s) which are available: <http://www.wokingham.gov.uk/privacy/>

I understand that this information will be stored securely and may be shared with any appropriate agencies.

The local authority reserves the right to carry out further investigations and require additional evidence to verify information contained in this form, including contacting the child's previous school.

I enclose supporting information relating to (please tick):

Section 1  Section 2  Section 5B  Section 5C  Section 5D

Other

I declare that the information I have given on this form is correct and that I am the person with parental responsibility for the child named above.

I confirm that, to the best of my knowledge, the declared address will continue to be the child's residence beyond the start of school and I will inform the school admissions team of any changes.

I have read and understood the admission arrangements and criteria for all of my preferred schools and have completed and submitted any additional or supplementary information forms which may be required.

I understand that applications can take 20 school days to process once all supporting evidence has been submitted.

I understand that any place offered may be withdrawn if I give false or misleading information.

Signature of  
parent:

Date:

Please return the application form to: School Admissions Team  
Wokingham Borough Council  
PO Box 156, Shute End  
Wokingham RG40 1WN

Or email to: [schooladmissions@wokingham.gov.uk](mailto:schooladmissions@wokingham.gov.uk)

Or apply via the in-year page at: [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions)